

Campus space reservation, event planning & publicity checklist

This checklist is a guide to help you reserve a room and/or organize an event. Please contact individuals or areas to make arrangements. So you get the room and services desired, a **one-month notice** is recommended.

Rooms(s)

Room reservations »

Most rooms on campus are booked by either Student Life or Community Education.

- Student Life, x1200 (main campus rooms, 7am-4pm weekdays & academic year)
 - Community Education, x1605 (main campus rooms nights, weekends, vacations & intersession; all Downtown Center rooms at all times) – villeneuve@gcc.mass.edu
 - Rooms with separate booking* - N358, Women's Resource Center, Social Sciences Studio, Business Studio, Music Room (S358), TV studio (S311) conference rooms
- * see reverse for contact names & numbers for these rooms*

Fields or outdoor facilities (anytime) »

- Karen Bross, Administrative Services, x1316; brossk@gcc.mass.edu

Scheduling for credit classes »

- Must be done through your division – see your administrative assistant

Event date

If you're booking a room with Student Life, they will let you know what else is going on around campus that day. For all other booking, we recommend you check the web calendar for potential conflicts: <http://calendar.gcc.mass.edu>

Publicity

Is your room reservation for an event that you'd like publicized to the campus and/or the community?

Web »

- Erica Goleman, x1491
- Online form: <http://www.gcc.mass.edu/calendar/eventform.html>

External Affairs for off-campus event publicity »

- Liz Carroll, x1420; carroll@gcc.mass.edu

Student Life for *What to Expect* and on-campus publicity – weekly deadline Tuesday noon »

- Chrissi Menko, x1200; menko@gcc.mass.edu

Ed Tech Center for digital signage — weekly deadline Thursday 4pm »

- Garry Longe, x1843; digital-sign@gcc.mass.edu

Email »

- Student email - Shane Hammond, x1804; hammonds@gcc.mass.edu
- Send your own announcement to "all_users" about the event

Tech support

Audio/visual/information technology »

- Garry Longe or Karen Truehart, x1842; longe@gcc.mass.edu; truehart@gcc.mass.edu
- Information Technology, x1350

Set-up

Set-up, break-down, trash cans, physical arrangements, etc. »

- Physical Plant, x1702
- Online work order request: <http://www.gcc.mass.edu/offices/physicalplant/>

Public Safety

Alert Public Safety about your event »

- Bill Mayrose, Public Safety Director, x1212; mayroseb@gcc.mass.edu

Food

Contact FitzVogt for main campus catering (no delivery to downtown)

- Phil Gambale, x1177, gambalep@gcc.mass.edu
- Karen Phillips for info about local caterers, x1305; phillips@gcc.mass.edu

| To reserve... | Contact... | Email | Room capacity |
|------------------------------------|--|---------------------------------------|----------------------------|
| Stinchfield Lecture Hall | Student Life or Community Education | Refer to page one of this document | 171 |
| Sloan Theatre | Student Life or Community Education | Refer to page one of this document | 90 |
| N358 | Terry Smith, x1837 | smitht@gcc.mass.edu | 78 |
| Women's Resource Center | Rosemarie Freeland, x1114 | freeland@gcc.mass.edu | 25 |
| Social Sciences Studio | Linda Horta, x1120 | horta@gcc.mass.edu | 65 |
| Social Science Conference Room | Self sign-up on door | NA | 10 |
| TV studio (S311) | Garry Longe, x1843 | longe@gcc.mass.edu | 35 with tables; 60 open |
| President's conference room | Wendy Gay, x1410 | gay@gcc.mass.edu | 14 |
| IT conference room | Self sign-up on door | NA | 10 |
| Student Affairs conference room | Laura Earl, x1816 | earl@gcc.mass.edu | 12 |